

# EMBASSY OF THE UNITED STATES OF AMERICA RANGOON ANNOUNCEMENT

## VACANCY ANNOUNCEMENT: 07-02

**OPEN TO:** All Interested Candidates

**POSITION:** Accounts Maintenance Clerk

**OPENING DATE:** February 23, 2007

**CLOSING DATE:** March 9, 2007

**WORK HOURS:** Full-time; 40 hours/week

**GRADE LEVEL:** Not-Ordinarily Resident: FP-8 (To be confirmed by Washington)  
Ordinarily Resident: FSN-6

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Rangoon is seeking individual for the position of Accounts Maintenance Clerk in the Financial Management Office.

### BASIC FUNCTION OF POSITION

Responsible for maintaining accounting records for PAS and USDAO. Audits and prepares utilities (electricity) vouchers for Government owned and short term Government leased houses. Prepares telephone payment vouchers for all agencies both official and American employees' personal telephones. Prepares monthly bills for personal electricity, annual, local and overseas telephones calls, gasoline and diesel used any other bill like excess baggage, HHE for transfer employees. Also, prepares other payment vouchers as required.

### QUALIFICATIONS REQUIRED

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

College or University studies in accounting, budgeting, or financial management is required. Two years of clerical accounts maintenance or closely related accounting filed. Level III (Good working knowledge) Speaking/Writing English and Burmese is required. Must have basic knowledge of standardized accounting procedures/formats, be able to use accounting documents such as obligations, invoices, and disbursements, reconciliation of records, knowledge of host country's method regarding

local and foreign currency, banking procedures, payment method of US Government, and other policies regarding accounting is needed. Responsible to call to Myanmar Post and Telecom Enterprise (MPTE) monthly to arrange for pick up of monthly telephone bills including line phones and GSM (cell) phones bills from a different sections of the MPTE office. Whenever disputes have occurred, must be able to contact the MPTE offices on the behalf of Embassy personnel to resolve telephone billing problems and must visit the MPTE payment office in person twice a month to settle payments. Must have knowledge of accounting terminology typing at level I – Analyze accounts maintenance transactions sufficiently to be able to detect errors and avoid over-obligations. Standard knowledge of IT software like word, excel and MS outlook is required.

## **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **ADDITIONAL SELECTION CRITERIA**

- Please cite above vacancy announcement number.
- Mails/envelopes without return/sender's address on it will be disqualified.
- Please mention clearly any relative employed by the U.S. government. A false statement in this regard is cause for disqualification.
- Selection will be made on the basis of physical fitness, education, experience, and suitability for the job.
- Potential applicants will be called for personal interviews.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus

3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO**

Human Resources Office  
U.S. Embassy  
581 Merchant Street, Yangon (or)  
Send by e-mail to [HRORangoon@state.gov](mailto:HRORangoon@state.gov)

## **DEFINITIONS**

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
  - U.S. citizen;
  - Spouse or child who is at least age 18;
  - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
  - Does not receive a USG annuity or pension based on a career in the U.S. Civil or Foreign services.
2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are U.S. Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

**CLOSING DATE FOR THIS POSITION: MARCH 9, 2007**

*The U.S. Mission in Rangoon provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.*

*The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.*